

Individual Network Storage Clean-up FAQs

Topic 1: The Network Drive system

1A. What are the Network Drives?

Network storage refers to personal, department and shared drives. Windows users know these drives as the G, H, T drives. These drives are available to you when you log into the University network. Network storage is critical to all campus needs and iCIT works diligently to ensure that adequate storage is available. The primary drives used by campus are:

Description	Windows	Mac
Individual storage, not shared by others	G: Drive	Data 1, 2, 3 or 4
Shared by college or work department community	H: Drive	Dept
Permission based sharing	T: Drive	Shared

The use of the network storage is encouraged for vast majority of the University business-related content, for many reasons: it's high availability, accessible from off-campus, and can be recovered in case of hardware failure. However, this type of storage is a very expensive resource.

1B. What is the appropriate use of these drives?

Networked storage should be used primarily for University work related items, documents, research, class notes, forms, letters and the like. These can be files in just about any type of format; PDF, XLS, DOC, JPG, AVI, whatever is appropriate for the task at hand. Non-work related items of all types, such as personal photos, music or video files, should be kept to a minimum. For Windows users, this includes any personal items saved to the "My Pictures, My Music, My Documents, and My Videos. These locations should not be used for personal items.

1C. Are my files backed-up?

All items saved on the network drive are backed up on a nightly basis. As a result, you do not need, and should not create your own back up files of items placed on network storage such as the G: Drive.

1D. Does the University have recommended levels of storage?

The University culture requires a flexible approach to storage usage, therefore, at this time the University does not limit storage or enforce quotas. iCIT works with individuals and departments for specific needs or situations where more storage is required for research, etc.

Topic 2. How to Clean Up the Personal Network Storage

2A. How do I get information on a document that I have saved?

For Windows users, go to your Directory> Views>Details. Selecting details will reveal the file type, file size and last date modified to help you sort your files. Mac users should go to List View>Select File>Get Info to view the file details.

2B. What should I look when determining if I should save a file?

The first and foremost way that you can reduce the amount of storage space you are using is to delete or remove personal files such as photos, music and videos. When reviewing non-personal files on the G:Drive, ask the following:

- a. Do I have the same files in multiple places?*
- b. Do I have different versions or drafts that were saved during the development of the document?*
- c. Should the files be saved for historic or succession purposes?*
- d. Would the items archive and retrieve more easily using a different storage option?*

2C. What are the alternatives for storage?

Storage alternatives for personal files may include flash drives, local hard drives and Internet services. For archived materials, DVD-R or CDs may also be options. iCIT will consult with you to find alternatives for storage and archiving for you. Contact the TSC Helpdesk to get started at helpdesk@uww.edu, or 262-472-HELP (4357).

2D. How do I know if my efforts are making an impact?

iCIT will publish reports on the G: Drive CLEAN UP promotion at www.uww.edu/icit.

Topic 3. Records and Retention Guidelines

3A. Where can I find guidelines for records retention?

Records retention and archival policies for the University of Wisconsin system are published on UW Regents' website. Information on records retention and archiving specific to the UW-Whitewater is published on the Andersen Library website. Please use the links below to learn more.

Regent's policy

<http://www.wisconsin.edu/bor/policies/rpd/rpd3-2.htm>

Info from UW Madison Archives:

<http://archives.library.wisc.edu/records/rda.html#records-schedule>

Specific schedules by subject area:

<http://archives.library.wisc.edu/records/rda.html#general-records>

UW-Whitewater Records Management site:

<http://library.uww.edu/archives/records/>